



COMMUNITY INCLUSIVE TRUST BOARD MEETING
MINUTES OF THE MEETING 18th JANUARY 2023 AT 5:00pm – WARWICK HOUSE, LONG BENNINGTON

Attendees	Stephen Hopkins – Chairman Jo Slessor – Trustee Rachael Sharpe – Trustee (via Teams) Helen Drew-Bradley - Trustee (via Teams) Pam Powell – Trustee (via Teams) Bryan Steele – Trustee Peter Bell – CEO Daran Bland – DDOG Malcolm Trobe – CST Guest (Via Teams) Ana Hendrickson – Company Secretary /Clerk to the Trust Board (Minutes)
-----------	--

1. WELCOME AND CHECK IN

The Chair welcomed everyone to the meeting.
Trustees were informed of the late arrival of some Trustees to this meeting, due to work commitments.
This includes the CEO who is currently travelling back from the Ofsted debrief at a CIT school.

2. APOLOGIES FOR ABSENCE

Kim Adele-Platts – Trustee – Family Commitments.
Kate Goodman – Trustee – Illness
Julia Lindley-Baker – Trustee – Work commitments
Keith Stanton – Trustee – Unable to join the meeting due to IT issues
Apologies accepted. Quorum met.

3. DECLARATION OF INTERESTS

None for this meeting.

4. CHAIR'S OPENING REMARKS

The Chair informed those present that a guest, Malcom Trobe, would be joining this meeting at 6:00pm.
Malcom Trobe from CST will conduct the Trust's external review of governance during the course of the Spring term 2023.
He will be attending Trust Board and Board Committee meetings, holding interviews with Trustees as well as reviewing documentation.
The Chair to TB will fully outline, in his January Chair's Monthly Report, what the external review means for Trustees.
The Chair to TB explained that standard agendas (templates) have been created for Trust Board and Board Committees.
Tonight's agenda includes items which are not for discussion at this meeting.

5. MINUTES OF LAST MEETING

The minutes were approved as a true and accurate record.

6. ACTION TRACKER

The 2022-2023 Action Log-Updated December 2022 was made available on the OnBoard portal for information prior to this meeting.
Document noted as read.
The Chair advised that only one action remains outstanding in relation to the School Improvement Tracker; this is currently work in progress by the CEO. All other rag ratings are GREEN.

7. REPORTS FROM COMMITTEES

Nothing for this meeting.

8. LSB REPORTS

The 2022-23 LSB Consolidated Report V02-Final version updated Dec 22 and the LSB Feedback to Trust Board-ELT Responses Autumn 2022 documents were made available on the OnBoard portal prior to this meeting.

The Chair to TB advised that data from the Autumn Term 2023 would be analysed at this meeting.

Information within this report is collated by the DDOG and the Company secretary (CS).

Points raised by the LSBs are responded to by the ELT/TB.

The DDOG provided an overview of the LSB Consolidated report. He advised that any Amber or Red rag ratings appear on the Summary page of the LSB Consolidated report. The ELT respond in a separate document (LSB Feedback to Trust Board). He noted that a number of comments were raised by a particular LSB in relation to recruitment, retention and other issues.

The DDOG confirmed that work at the school, of that particular LSB, remains ongoing. The school has had a change in leadership; there is an acting Headteacher in place. An external advertisement for a new permanent Headteacher will be published in Spring 2023 with a view to appoint by September 1st 2023. Improvement has been made around Recruitment. All ELT/TB responses are returned to the LSB Clerks, after each TB meeting, for sharing with their Boards.

LSB Chairs are encouraged and regularly reminded to complete the 5Cs section of their SOAP report. This matter will be a standard agenda item at each LSB meeting going forward.

Trustees requested clarity around the timeframe between LSB comment submission and respective ELT responses, and assurances that any concerns raised by LSBs are being acknowledged and addressed by the ELT.

Trustees requested for all 2020-21 data within the LSB Consolidated report to be hidden so only columns with 2021-22 and 2022-23 data are shown on the document for ease of scrutiny.

The DDOG explained the LSB meeting cycle, data collation and ELT reporting process.

Urgent matters for the attention of the Board would bypass this process; the Board would be notified immediately.

A lengthy conversation took place regarding the timeframe between LSB comment submission and respective ELT responses, unavailability of certain reports (PP, H&S) possibly due to timing issues, as well as the requirement for further narrative against Red rag ratings to reflect reasoning behind the rag rating and actions to be taken by the LSBs.

Trustees indicated that all Red ratings are to be monitored and requested a follow up in relation to the outstanding PP/ H&S reports for a particular school via the DsoE.

It was established that a mechanism which enables the Board a line of sight in relation of LSB comment submission and ELT consolidation is required.

The DDOG agreed for a date of LSB SOAP report submission to be recorded; for LSB Chairs to be reminded, at their next networking meeting, about the reporting process, the requirement for further narrative against all SOAP Red rag ratings and that any matters of significance can be reported directly to the ELT via the DDOG or to the Board via the CS/Clerk to TB.

The Chair to TB welcomed comments/None made

ACTION 1: For all 2020-21 data within the LSB Consolidated report to be hidden so only columns with 2021-22 and 2022-23 data are shown for ease of scrutiny.

ACTION 2: For the DDOG to follow up pending PP / H&S reports, via the DsoE.

ACTION 3: For LSB Chairs to be requested for a date of LSB SOAP report submission to be recorded going forward.

ACTION 4: For LSB Chairs to be reminded, at their next networking meeting, about the reporting process, the requirement for further narrative against all SOAP Red rag ratings and that any urgent matters can be reported directly to the ELT via the DDOG or to the Board via the CS/Clerk to TB.

9. QUESTIONS FOR / FROM LSBs

The Chair to TB advised that this agenda item is the outcome of the internal self-review in an attempt to forge connectivity between the Trust Board and LSBs. This is a standing agenda item and an opportunity for the Board to ask general questions to all CIT LSBs.

Trustee comments were welcomed.

The following questions were proposed:

- Are you relatively content with the way in which the role that the CIT LSBs play within the governance of the Trust is being played out?
- What would make it even better?

Trustees indicated they were content with the above.

10. TRUSTEES VISITS TO SCHOOLS/ MEETINGS ETC.

The Summary of Views – Trustee Special Interest Schools Visits Term 1 2022-23 document was made available on the OnBoard portal prior to this meeting.

Document noted as read.

The Chair to TB advised that this standing agenda item provides an opportunity for Trustees to share their experiences of visits to their special interest schools.

Two schools in the area were visited in Term 1. The designated Trustees had indicated, via their reports, successful and positive visits. Verbal updates will be provided at the next Board meeting.

Trustee comments were welcomed. None made.

11. **GOVERNANCE MATTERS – AGENDA FOR TRUSTEE MEETINGS WITH LSB CHAIRS/ CIT TEAM APPROACH TO GOVERNANCE UPDATE/ SUMMARY OF TRUSTEE DEVELOPMENT**

The CIT Team Approach to Governance v2 1st September 2022, Trustees Annual Conversation with LSB Chairs and the Annual Survey of Trustees – Summary - 18.01.23 TB Meeting were made available on the OnBoard portal prior to this meeting.

Document noted as read.

Trustees Annual Conversation with LSB Chairs - The Chair to TB advised that this draft document establishes the purpose of Trustees' visits to their special interest schools and relevant conversations to have with LSB Chairs.

He re-iterated that the Trustees main point of contact is the LSB Chair.

Trustees suggested for *familiarisation with school's social media* (Facebook and other platforms) to be added under the guidance notes section of this document and for Headteachers (HT) to be made aware of the relationship between Trustees, HTs and LSB Chairs.

The DDOG was requested to discuss the relationship between Trustees, HTs and LSB Chairs at the next HTs' meeting on January 27th 2023.

The challenges around LSB Member recruitment, volunteer role of Governors, governance framework, documentation required from LSBs and a balanced LSB workload were discussed at length.

It was suggested for the wording within this document to be amended to *Conversation guide* between Trustees and LSB Chairs.

The DDOG agreed to carry out the above-mentioned amendments and to share the revised document with LSB Chairs at their next networking meeting. A final draft will be presented to the Board at their next meeting.

CIT Team Approach to Governance - The Chair to TB highlighted the latest updates made to this document in relation to Trustees' special interest schools. He advised that all Delivery Plans for the new Strategic Plan are now linked to individual Trustees.

The new Trustee will be joining the FA&E Committee and will be mentored by a member of this committee.

The CEO requested for the CS/ Clerk to TB to share with his P.A, the updated CIT Team Approach to Governance in order for the ELT to be made aware of it at their next ELT meeting.

Summary of Annual Survey of Trustees – The Chair to TB advised that the outcome of the skills' survey confirms a strong skill set in most areas and evidences that the right Trustees have been assigned to the right committees. This has been a reassuring piece of work.

A conversation took place around possible training options for those Trustees with limited knowledge in certain areas, options to attend (as observers) other committee/ ELT meetings and the organisation of a further Governance day with a carousel of training on offer (KPI training in particular).

ACTION 1: For the DDOG to discuss with HTs the relationship between Trustees, HTs and LSB Chairs at the next HTs' meeting on January 27th 2023.

ACTION 2: For the wording within the *Trustees Annual Conversation with LSB Chairs* document to be revised to reflect a *Conversation guide* approach and for *familiarisation with school's social media (Facebook and other platforms)* to be added to the guidance notes section.

ACTION 3: For the revised *Trustees Annual Conversation with LSB Chairs* document to be shared with LSB Chairs, at their next networking meeting.

ACTION 4: For the DDOG to present a final draft of the *Trustees Annual Conversation with LSB Chairs* document at the next TB meeting.

ACTION 5: For the CS/ Clerk to TB to share with the CEO's P.A, the updated CIT Team Approach to Governance in order for the ELT to be made aware of it at their next ELT meeting.

12. **MANAGEMENT ACCOUNTS SIGN OFF**

The Chair to TB confirmed that the Management Accounts are scrutinised and signed off by the FA&E Committee Chair on a monthly basis.

The FAE Committee Chair confirmed that the latest scrutiny and approval was that of P3 for financial year 2022-23. Relevant documentation is available on the Onboard portal for Trustee perusal.

Trustees were made aware of a significant increase in the deficit predicted in P2. Further income and Risks and Opportunities are yet to be taken into consideration.

The CFO has been requested to also present to the Board a budget that incorporates costings in relation to the high level of education the Trust provides as well as real full operating costs, without any proposed savings.

The Chair to TB re-iterated that budget scrutiny is carried out by the FAE Committee, decision making around options is the responsibility of the full Board of Trustees.

13. FINANCIAL KPIS

Nothing for this meeting.

14. POLICY MATTERS- POLICIES FOR APPROVAL – TRUST WIDE SAFEGUARDING STATEMENT

The Trust Wide Safeguarding Statement January 2023 Final Draft was made available on the OnBoard portal prior to this meeting.

The Chair to TB advised that the above document is a fully comprehensive and accurate statement which has been revised and updated by the TDSL and the DDOG with input from the Board SG Trustee.

Trustees were assured that the document content is the full statement of the work of the Trust in relation to Safeguarding. Comments were welcomed. None made.

Trustees indicated they were content and resolved to approve and adopt the Trust Wide Safeguarding Statement.

RESOLUTION: To approve and adopt the Trust Wide Safeguarding Statement.

ASSURANCE: Trustees were assured that the content within the Trust Wide Safeguarding Statement is the full statement of the work of the Trust in relation to Safeguarding.

15. GOVERNANCE MATTERS – PROGRESS REPORTS ON DELIVERY PLANS

Nothing for this meeting.

16. STRATEGIC PLAN MATTERS – CIT VALUES AND PRINCIPLES

The CIT Values and Principles document was made available on the OnBoard portal prior to this meeting.

The Chair to TB advised that a new set of values and principles has been finalised and signed off as part of the Strategic Plan. These are the result of stakeholders' contributions through dialogues, discussions and input provided at the October 2022 Governance day.

The Chair to TB would like for a process of dialogue, reflection, thinking and contributions around ensuring that these values and principles are lived by CIT at all levels, to commence at this meeting.

Trustee comments were welcomed.

The importance of the overarching Trust values and the review, mapping and interpretation of individual schools' values were discussed at length.

Trustees agreed for CIT values to be visible, for these to be communicated to all stakeholders; for the values of CIT schools to fit within and be linked to the values of the Trust and for a connection to be established with the LSB's 5Cs.

Trustees recognised the importance for CIT schools to maintain their identity and individuality but also to demonstrate inclusivity, being part of a bigger organisation.

The Chair to TB suggested for contributions to continue and for this matter to be an agenda item at the Trust Board meeting in April 2023. He requested for LSB Chairs to be made aware of the CIT Values and Key Principles at an LSB Chairs' networking meeting when appropriate.

The Chair to TB provided context around the Delivery Plans within the Strategic Priorities. He suggested for Trustees to be linked to a Delivery plan without compromising the executive and operational boundary.

A conversation took place regarding the position of Trustees as *critical friends*, the support they will provide through conversations in relation to the Delivery plans, progress reporting through Executive Directors' reports as well as clarity around the executive and operational boundary.

It was suggested for Delivery plans relevant to specific committees to be an agenda item at future committee meetings; and for progress to be reported on within the Executive Director's reports.

The Chair to TB requested for the CEO to obtain feedback from the ELT with regards to the above-mentioned points and for this matter to be an agenda item at the next TB meeting in April 2023.

ACTION 1: For CIT Values and Key Principles to be an agenda item at the April 2023 Trust Board meeting.

ACTION 2: For LSB Chairs to be made aware of the CIT Values and Key Principles document at an LSB Chairs' networking meeting when appropriate.

ACTION 3: For Delivery plans relevant to specific committees to be an agenda item at future committee meetings; and for progress to be reported on through the Executive Director's reports.

ACTION 4: For the CEO to obtain feedback from the ELT with regards to the position of and support from Trustees in relation to Delivery Plans and progress reporting through Executive Directors' reports.

ACTION5: For Delivery Plans, to include ELT feedback, to be an agenda item at the next TB meeting in April 2023.

17. RISK REVIEW OF ANY RISK AREAS NOT CONSIDERED BY COMMITTEES.

Nothing for this meeting.

18. PERFORMANCE MANAGEMENT OF THE CEO

The Chair to TB provided context regarding the performance management/appraisal of the CEO.

A meeting has taken place; the panel was formed by the Chair to TB and the Chairs of the FAE and People Committees.

The Performance Management process is split into two sections:

Retrospective: Reviewing the delivery of last year's Strategic Plan and objectives in relation to it.

Prospective: Reviewing areas of focus which includes ensuring the full delivery of the new Strategic Plan as well as taking the lead in the Communications and Growth areas.

A 360 feedback was completed on the CEO, he has and will continue working with a coach to refine particular areas.

Trustees indicated they were content with this update.

19. CLERKING MATTERS

None for this meeting.

20. REVIEW OF MEETING AND CHAIR'S CLOSING REMARKS

The Chair thanked all present for their attendance, time and contributions to this meeting.

Meeting closed at 7:19pm.